



Code: 9166
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: POLICE OFFICER (ASSIGNED AS SUPERVISING LATENT PRINT EXAMINER)

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Latent Print Examiners engaged in the evaluation and identification of latent impressions; and performs related duties as required

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

ESSENTIAL DUTIES

- Supervises and manages Latent Unit personnel under command
- Performs technical reviews of case files for accuracy and thoroughness while coordinating work assignments within the Unit
- Utilizes the Foray Technology Digital Work Station
- Serves as a liaison between the Latent Unit, the Bureau of Detectives, and the States Attorney's Office
- Ensures that subordinates' skills are maintained by coordinating attendance at educational and/or training seminars
- Maintains evidence control and coordinates and prioritizes work flow
- Approves and/or disapproves reports and records
- Prepares monthly and yearly statistical reports along with activity reports within the Department
- Informs Department members of upcoming court appearances and court ordered subpoena
- Documents and records findings of latent print examinations
- Prepares latent print evidence for court testimony
- Testifies as an expert in a court of law
- Stays abreast of innovations in the digital photography, science, and technology of fingerprints, palm prints, and foot prints
- Receives latent, elimination, and case prints via eTrack computer system
- Evaluates performance of members under direct supervision
- Interprets and administers departmental and unit policies to Latent Unit personnel
- Makes suggestions to management for the implementation of Latent Print procedures
- Provides recommendations regarding the procurement of new technology in the criminal identification field

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

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MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago;
- Have a minimum of two (2) years of continuous service as a Police Officer (Assigned as Latent Print Examiner) with the Chicago Police Department
- Bachelor's degree from an accredited college or university is preferred

Licensure, Certification, or Other Qualifications

- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire
- Must pass all examinations mandated by State Law to receive certification as a Peace Officer
- Must pass the examination procedures for the specialist training in accident investigations
- Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

- General office environment
- Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers)
- Various equipment related to latent print examiner such as AFIS/APIS software, Adobe photoshop, Latent Fingerprint Mapping Software, biometric ID tools, light boxes, ridge counter, magnifying glasses, lighted magnifying glasses, loupe

PHYSICAL REQUIREMENTS

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operating automotive vehicles and associated equipment

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- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process, including a medical evaluation, drug screen, and physical performance test

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *The processes used in latent print examination, as well as the tools and how to use / apply them depending on the situation.
- *Analysis, comparison and identification of prints
- Processes used to lift prints from objects, snow, dirt, and other areas
- *Reporting and preparing evidence for use in court

Good knowledge of:

- *general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- *federal, state and municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- *practices and procedures used in community policing
- *geographical locations in the City of Chicago
- *traffic operations and City's street address grid
- *ground traffic control management
- Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions

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- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
- *ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- *SERVICE ORIENTATION – Actively look for ways to help people
- *FINE MOTOR SKILLS to work with sources in various conditions of quality, use of tools such as small ones to lift fingerprints

Abilities

- *COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- *PUBLIC SPEAKING - Make formal presentations before large or small audiences
- *SPEAKING – Communicate information and ideas in speaking so others will understand
- *ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- *COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- *WRITE – Communicate information and ideas in writing so others will understand.
- *MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- *REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- *MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems
- *DETAIL ORIENTATION – Accurately tracking and reviewing significant amount of data points, and accurate record processing

Other Work Requirements

- *ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- *ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- *COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude

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- *CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
 - *SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
 - *STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
 - *PERSISTENCE – Persist in the face of obstacles on the job
 - *DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - *INITIATIVE – Demonstrate willingness to take on job challenges
 - *INTEGRITY – Be honest and avoid unethical behavior
 - *ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
 - *LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2020